



## STATE OF CONNECTICUT

### SUPREME COURT APPELLATE COURT

## Frequently Asked Questions Electronically Submitting Supreme and Appellate Court Briefs and Appendices

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**1. How do I electronically submit my brief and appendix?**

Login to E-Services, click on Appellate E-filing, find your case under “List My Cases” or “My E-Filed Items.” You can also search by docket number or by case name. Click on your case to view your “Appeal Case Information” page. From the drop-down menu at the top of this page select “Submit Electronic Version of a Brief or Appendix.”

**2. I submitted my brief electronically. Do I need to file it with the Office of the Appellate Clerk as well?**

Yes. After you submit your brief and appendix through Appellate E-filing, you must file the paper copies with the Office of the Appellate Clerk. The paper filing must be accompanied by a copy of the electronic confirmation receipt indicating that the brief and appendix were submitted electronically. If your appeal is in the Supreme Court, you must file 15 copies of your paper brief and appendix. If your appeal is in the Appellate Court, you must file 10 copies of your paper brief and appendix. See Practice Book § 67-2.

**3. What will happen if I have not electronically submitted my brief and appendix and I attempt to file my brief and appendix with the Office of the Appellate Clerk?**

The Office of the Appellate Clerk may not accept your paper brief and appendix for filing if you do not provide a copy of the electronic submission confirmation at the time of filing your paper brief and appendix.

**4. Does the electronic submission of my brief and/or appendix satisfy my obligation to meet a filing deadline?**

No. The brief and appendix are not considered filed until a paper version in full compliance with the rules, with the requisite number of copies and proof of electronic submission are filed with the Office of the Appellate Clerk.

**5. Can I electronically submit my brief and appendix together as one document?**

No. The electronic version of the brief and appendix must be submitted as separate PDF documents in as few uploads as possible.

**6. I am on a dismissal order for today. My brief and appendix are printed and ready for filing, but I cannot electronically submit my documents. What should I do?**

Please contact your case manager or call (860) 757-2200 for assistance.

- 7. My appeal contains confidential protected information the disclosure of which is prohibited by statute, or has been sealed in part or in its entirety by a court order. Do I need to submit a redacted brief and appendix?**

Yes, you must redact the brief and appendix or omit the protected information. The responsibility for omitting or redacting protected information rests with the party who has prepared the brief and appendix. All briefs and appendices must include a certification that any name or other information that is prohibited from disclosure has been redacted or has not been revealed in the briefs or appendices. See General Statutes §§ 46b-124 and 54-86e; Practice Book §§ 67-2, 11-20A, 30a-8 and 77-2. In cases that require briefs and appendices to be redacted, it is suggested that each brief and appendix be submitted as separate uploads.

- 8. My appeal contains personal identifying information, as defined by Practice Book § 4-7, such as a social security number. Do I need to submit a redacted brief and appendix?**

Yes, you must redact the brief and appendix or omit personal identifying information. The responsibility for omitting or redacting personal identifying information rests with the party who has prepared the brief and appendix. All briefs and appendices must include a certification that any personal identifying information or other information that is prohibited from disclosure has been redacted or has not been revealed in the briefs or appendices. See Practice Book §§ 4-7, 11-20B and 67-2.

- 9. Does the file I submit need to have a specific file name?**

No.

- 10. Does the brief and appendix that I submit have to be identical to the paper brief and appendix I file at the Office of the Appellate Clerk?**

Yes. The content and pagination must be identical. Because of file size restrictions (50 megabytes), however, you may have to submit the appendix in more than one upload. For example, you might file an appendix in paper form that is a single bound document, but the electronic size limitations may require you to submit the appendix in 2 segments. Always upload the appendix in the fewest number of segments possible.

- 11. Can I submit more than one document at once?**

No. Only one PDF may be submitted at a time.

- 12. I made a submission error, what should I do?**

Please contact your case manager or call (860) 757-2200 for assistance.

**13. Do I need to submit my appendices in chronological order?**

Yes.

**14. What happens to my electronic submission if the Office of the Appellate Clerk returns my paper brief for format?**

If a paper brief is returned, the electronic filing will be rejected and need to be resubmitted after the requisite corrections are made to the brief and/or appendix and before the filing of the corrected version.

**15. Do I need to provide new certifications with my paper and electronic resubmissions?**

Yes.

**16. Do I have to electronically submit my brief and appendix if an opposing party has been granted an exemption or is excluded from the requirements of e-filing?**

Yes.

**17. I am representing myself in my appeal. Do I need to electronically submit my brief and appendix?**

Yes, unless you are an incarcerated self-represented party or have been granted an exemption from e-filing.

**18. I filed my brief and appendix before the electronic submission requirement took effect. I would like to submit my brief and appendix electronically. May I do so?**

Please contact your case manager for details.

**19. Where can I view the briefs and appendices filed in my appeal or in other appeals?**

Briefs and appendices electronically submitted on or after December 19, 2016, will appear in the case activity section of your "Appellate Case Information" page in Appellate E-filing. Briefs and appendices electronically submitted prior to December 19, 2016, will continue to be viewed on the [public website](#) only. In some protected cases, the briefs and/or appendices may not be available for public viewing.